



CONTACT - Paul Richards, Parish Clerk

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The Minutes of the virtual Ordinary Council Meeting of the Bramber Parish Council via a Zoom video conference on Wednesday 2nd September 2020 at 7pm.

Present: Cllrs Potter (Chair), Cllr A. Blakelock, Cllr S. Blakelock, Cllr Croker, Cllr Goodall, Cllr Kitston and Cllr Tilley.

In attendance: WSCC Cllr Barling, HDC Cllr Noel and Paul Richards (Parish Clerk).

Members of the public: None.

104. Election of Chairman

Cllr Goodall nominated Cllr Potter to be the Chairman. This was seconded by Cllr A. Blakelock and Members **AGREED** that Cllr Potter be elected as Chairman. Cllr Potter accepted the role.

105. Election of Vice Chairman

Cllr A. Blakelock nominated Cllr Green to be the Vice-Chairman. This was seconded by Cllr Croker and Members **AGREED** that Cllr Green be elected as Vice-Chairman. Cllr Potter advised that, as Cllr Green was not present, she would accept the position.

106. Apologies for absence.

Cllr Bignell and Cllr Green.

107. Declarations of interest.

None.

108. Minutes of the previous meeting – 22nd July 2020.

Members noted that they had not received the previous minutes in a timely manner and **AGREED** that all necessary amendments be made and approved at the next meeting.

109. Matters arising.

- 92 - WSCC - Clerk to contact local Ranger re Road ahead' sign to be erected on the footpaths approaching the river road bridge on The Street – The clerk advised that the WSCC Ranger had recommend that BPC erect the necessary sign. Members **AGREED** to purchase the sign and asked Cllr Goodall and the Clerk to arrange to have it fitted;
- 92 – Website - The Clerk and Cllr Tilley review back-up process and procedures relating to web access - To be done with new website that conforms to new rules;
- 94d – Donation - The Clerk was requested to raise the necessary invoice to the Bramber Society for the flower displays and watering – completed;

- 98 – Toilets - The Chairman referred to the storage by HDC of gas cylinders. Members **AGREED** that it might be unsafe for BPC to continue to store these cylinders at the public toilet storeroom and requested that the Chairman approach HDC to request their removal - Removed by HDC;
- 99 – Environment - The Chairman advised that fencing had been erected at St Mary's field with the owner suggesting that sheep or crops could be introduced onto the site. Members requested that he contact HDC to check if this was permitted - The Chairman advised that he is awaiting a response from HDC;
- 99 – Environment –the signs on the 'bunny field' – Cllr Croker explained that the suggested path should be from the twitten at Maudlyn Close across the field to the roundabout. WSCC Cllr Barling advised that a DMMO route might be difficult and that BPC engage in dialogue with the landowner to seek a satisfactory solution. Members **AGREED** that Councillor Croker and The Clerk would approach the owner to seek permissive use of the new route for the footpath.

110. Open Forum.

No members of the public were present.

111. To discuss and agree Committee Membership.

- Planning Committee - Members **AGREED** that the full Council will form the Planning Committee, with Cllr Kitson to lead on planning matters;
- Bramber Brooks Management Committee - discontinued; and
- F&GP - Members **AGREED** that the full Council will form the F&GP Committee, with Cllr S. Blakelock to lead on F&GP matters

112. To discuss and agree representatives on outside bodies.

- HALC (2 x reps) - Members **AGREED** that Cllrs A. Blakelock and Kitson be appointed;
- Joint Parishes Cemetery Committee - Members **AGREED** that Cllrs Bignell and Green be appointed;
- Joint Parishes Youth Committee; Members **AGREED** that Cllrs Green and A. Blakelock be appointed;
- Village Hall Committee - Members **AGREED** that Cllr Tilley be appointed;
- Wardens - Members **AGREED** that Cllr Potter be appointed; and
- CLC - Members **AGREED** that Cllr Tilley be appointed.

113. COVID-19.

No update

114. Reports

a) **WSCC** – WSCC Cllr Barling advised that :-

- DMMO – the owner of the property in question may have put the house up for sale;
- Castle Lane – the overspill parking problems caused by the large number of visitors to the Castle may be due to Covid-19 restrictions being eased creating a unique increase in visitor numbers (as has the resultant throwing away of associated litter). He advised against any form of parking restrictions (e.g. double yellow lines) for the time being. Members **AGREED** to monitor the situation and asked the Chairman to write to English Heritage advising them of the increase in litter at the Castle;
- CLC – the committee will meet next on 26th November 2020;
- Covid – an increase has been reported but this is not significant as yet;

- Finance – the shortfall caused by Covid remains however, the gap between loss of income and funding is reducing;
- Full Council – will next meet on 18th September 2020 with the Children’s Committee meeting on 24th September 2020. Most WSCC staff continue to work from home;
- Cllr Potter advised that he has arranged a resident’s meeting to discuss the management of ditches in the parish and invited WSCC Cllr Barling to attend; and
- Cllr Potter referred to the recent WSALC Board announcement regarding best value and structure reviews and asked for Cllr Barling’s thoughts. He advised that BPC await the outcome of the various reviews but was supportive of the Association remaining part of SSALC. Members noted the request from other local councils for more information and **AGREED** that the report on the best value review be noted and that further details were to be circulated.

b) **HDC** – Cllrs Noel reported that: -

- Full Council – next meeting scheduled for 14th October 2020;
- Planning – the details of the White Paper were discussed and HDC Cllr Noel reminded BPC Members to respond to the consultations. He advised that HDC were opposed to both the details of the White Paper and the accompanying methodology to calculate future housing targets (which suggested an increase in the HDC housing allocation to 1,750 homes per year). He advised that the MP would raise this matter in Parliament and would object to the suggested proposals;
- Local Plan – HDC will complete the new Local Plan arrangements by the end of the year regardless of any White Paper proposals;
- Unitary Councils – plans to combine District/Borough council services with that of the County Council have been proposed leading to the creation of a Unitary Authority. Plans were vague but it seemed likely that a Mayor-led organisation could be created. WSCC Cllr Barling reported that he was also aware of the plans but advised that no decisions had been made to date. It was suggested that these proposals might see an increase in the services devolved to local councils;
- Covid-19 – the recent appeal has seen over £20,000 raised and Government has provided a further £50,000 in grants to HDC. The reduction in the number of offices occupied by HDC could result in increased availability for shelters and rental dwellings; and
- Cllr Potter referred to the Planning White Paper consultation requests received from HDC, IPG, SALC, NALC and Locality. HDC Cllr Noel advised that BPC submit consultation responses to as many organisations as possible and asked that Members also submit individual responses. Cllr Croker recommended that Members view the video he had sent that provides background detail on the proposals.

20:21 – WSCC Cllr Barling leaves the meeting

- c) **Neighbourhood Wardens** – The Chair referred to the report, circulated previously, from the Wardens. Cllr A. Blakelock asked why the Wardens reported so many ‘admin’ hours. Cllr Potter will ask the Wardens for an explanation.
- d) **Joint Parishes Cemetery Committee** – no update.
- e) **Joint Parishes Youth Committee** – no update.
- f) **HALC** – no update.
- g) **Village Hall** – no update.
- h) **Website** – no update.

115. Highways and Public Rights of Way

- (a) Definitive Map Modification Order – The Chairman advised that the necessary papers had been submitted to WSCC.
- (b) Parking – Castle Lane and The Street – discussed at item 114.

116. Finance and General Purposes

- a) **Payments** – Cllr A. Blakelock queried the cost of signs and cleaning products. The Clerk advised that
- (a) no cleaning materials were available at the toilet for the new cleaner (b) extra equipment had to be provided including a touchless soap dispenser (c) additional cleaning protocols to address Covid-19 concerns had been introduced and (d) signs for Covid-19 precautions had been installed. Members **AGREED** that the payments for September 2020 be paid.

Approved at last meeting	Invoiced Services	Voucher	Chq Nos	Amount	Uncleared
Ferring Nurseries	Floral displays	37	2353	£ 1,459.53	
HALC	Annual subscription	38	2354	£ 15.00	
Business Stream	Water public toilets - 10/3/2020-24/6/2020	39	2355	£ 63.91	
Paul Richards	Salary - July 2020 plus expenses	40/41/42	2356	£ 564.00	
D J Flynn Services	Plant watering - June	43	2357	£ 180.00	
N J Carter	Lock repair - public toilet	44	2358	£ 40.00	
				£ 2,322.44	£ -
Income since last meeting	Amount				
Bramber Society	£ 991.27				
TOTAL INCOME	£ 991.27				
BALANCES ON ACCOUNT					
Current Account (Treasurers)	£ 10,497.37	As at 27 August 2020			
 earmarked RESERVES					
NHP reserve	£ 2,500.00				
RESERVES	£ 7,997.37				
PAID SINCE LAST MEETING	Invoiced Services	Voucher	Chq Nos	Amount	
Paul Richards	Basic Pay - August 2020	46	2359	£ 494.00	
Paul Richards	Mileage - 138 miles x £0.45	47	2359	£ 62.10	
Paul Richards	Toilet Supplies	48	2359	£ 13.65	
Paul Richards	Signs	49	2359	£ 5.22	
Paul Richards	Signs	50	2359	£ 7.79	
Paul Richards	Bin and liners	51	2359	£ 19.30	
Paul Richards	Postage DMMO	52	2359	£ 9.68	
Paul Richards	Keys for toilet (Paul)	53	2359	£ 9.97	
Paul Richards	Keys for toilet (cleaner)	54	2359	£ 9.97	
Paul Richards	Postage	55	2359	£ 1.35	
Paul Richards	MVAS move - Will Bourne	56	2359	£ 57.90	£ 690.93
D J Flynn Services	9x flower watering in July	57	2360	£ 270.00	
Ladywell Accountancy Services	Payroll costs	58	2361	£ 60.00	
WSCC	Street Lighting 2019/20	59	2362	£ 835.97	
Roger Potter	Lock	60	2363	£ 36.00	
Viking	Cleaning products	61	2364	£ 174.41	
Viking	Cleaning products	62	2365	£ 15.59	
EDF	Electricity - August	63	DD	£ 11.00	
Julie Bakter	Toilet Cleaning - August 2020	64	2366	£ 520.00	
TO APPROVE					
None					
REGULAR PAYMENTS					
P Kirchel	SO suspended during Covid-19 epidemic		SO	£ -	
NEST	Pension - July 2020		DD	£ 78.00	
NEST	Pension - August 2020		DD	£ 78.00	
EDF	Electricity to public toilet		DD	£ 11.00	
				£ 2,780.90	
	Position at bank on 30 June 2020	£ 10,497.37			
	Previous payments (yet to be cleared)	£ -			
	New payments to approve	-£ 2,780.90			
	CASHFLOW POSITION AS AT 27 AUG 2020	£ 7,716.47			
	Earmarked reserves	-£ 2,500.00			
	RESERVE/BUDGET POSITION AS AT 27 AUG 2020	£ 5,216.47	Note - 2nd precept payment of £12,152 due in Sept		

117. Planning.

a) Applications.

- **SDNPA/20/03470 - Land South of Kingsmead Close, Bramber** - Fell 16 Ash Trees.
After consideration, Members voted to object to the application.
Votes to object - 7
- **DC/20/ 1605 - Hills View, 31 Coombe Drove, Bramber** - Fell 4 x Beech Trees, Surgery to 1 x Beech and 1 x Sycamore.
The report for this application was not available and so comments on this application were deferred to the next meeting.

b) Decisions.

- **PERMITTED** - **DC/20/1095 - White Horses, Maudlyn Park, Bramber** - Fell 1 x Ash;
- **PERMITTED** – **DC/20/1083 - 4 Castle View, The Street, Bramber** - Surgery to Several Leylandii (Works to Trees in a Conservation Area);
- **PERMITTED** – **DC/20/1002 - Lavender Cottage, The Street, Bramber** - Fell 1 x Cherry Tree and Surgery to 1 x Yew;
- **PERMITTED** – **DC/20/1013 - Oakleigh House, Little Drove, Bramber** - Fell 1 x Beech and Surgery to 2 x Ash and 1 x Beech; and
- **PERMITTED** - **SDNPA/01495 and 10496 - Annington House, Annington Road, Bramber** - Demolition of existing detached garage and pool house outbuilding and erection of a replacement detached garage and pool house outbuilding.

c) Consultation - 'Planning for the Future'.

The Chairman advised that consultation requests from NALC/SALC, HDC, Locality and IPG had been received. After review and consideration, the Chairman **AGREED** to write a draft to be circulated to Members for comment and approval.

118. WSALC decision to seek SSALC review.

Discussed at item 114.

119. Youth Provision.

No update.

120. Neighbourhood Plan update.

The Chairman advised that the HDC Decision Statement had been issued and that the NHP was finalised (subject to referendum next year).

20:56 - Cllr Noel leaves the meeting.

121. Toilet refurbishment.

- Opening hours, cleaning and Covid-19 implications – discussed at item 116. Members **AGREED** to review the opening hours at the next meeting.
- Refurbishment – Cllr S. Blakelock updated Members and advised that he is awaiting a quote from the builder.

122. Environment

- The Chairman advised that he has arranged a resident's meeting to discuss the management of ditches in the parish. Cllr A. Blakelock commented on the ditch clearing adjacent to Kingstone Avenue and was concerned about the environmental impact of removing the reed beds. The Chairman referred to the EA advice on ditch clearance and Cllr Tilley advised that, in previous years,

this operation had taken place and that the ditch in question was in Steyning Parish. The Chairman advised that he would raise this matter at the ditches meeting/Zoom call with residents and the EA on 8th September 2020;

- Cllr Goodall reported that the sign on the Walks for All path by Riverside Cottage had fallen over. The path was also overgrown with brambles. The Clerk was asked to report this to WSCC;
- Cllr Tilley reported a dead branch at the Castle. The Chairman advised that he add this to the items he would raise in his letter to English Heritage;
- Cllr Tilley queried the date for repair of the footpath behind Millfield. The Chairman advised that he had not received a commencement date;
- The Chairman referred to HDC's Street Clean initiative. After review and discussion several Members volunteered to litter pick and asked the Clerk to respond to HDC and arrange collection of the black bags afterwards; and
- Cllr Croker advised that an alternative weed killing solution (hot foam) would be a better environmentally friendly solution than spraying.

123. Climate Emergency

Cllr A. Blakelock advised that the Zoom meetings for the various sub-groups had yet to take place.

124. Correspondence

CORRESPONDENCE LIST AS FROM 7th JULY 2020

DATE	FROM	SUBJECT
7/7/2020	Clerk	Agenda
7/7/2020	Clerk	Clarification re Cllr Barling action
13/7/2020	Clerk	Zoom invite
13/7/2020	Clerk	Revised agenda
13/7/2020	Clerk	Holidays
13/7/2020	Clerk	SALC training
20/7/2020	WSCC Highways	TTRO cancellation
20/7/2020	Clerk	Steyning NHP
20/7/2020	Clerk/SALC	Face-to-face meetings
21/7/2020	HDC	Travellers
21/7/2020	Clerk	Covid-19 champions
22/7/2020	HDC	Travellers
22/7/2020	WSCC	Road closure – Maudlin Lane
27/7/2020	HALC	Minutes from last meeting
27/7/2020	Mike Croker	Climate Change slides
29/7/2020	SDNPA	Newsletter
31/7/2020	HDC	Travellers
31/7/2020	WSCC	Newsletter
3/8/2020	Wardens	July report
3/8/2020	HDC	NHP letter to HMG
4/8/2020	SALC	Newsletter
4/8/2020	Clerk	Toilet update
6/8/2020	Clerk	Twitten/DMMO update
6/8/2020	HDC	Travellers
10/8/2020	HDC	Planning White Paper
11/8/2020	Clerk	WSCC DMMO timetable
11/8/2020	Clerk	Planning White Paper – 3 requests to consult
12/8/2020	SALC	Training programme

12/8/2020	WSSC	Ash die-back
13/8/2020	Gatwick	Update
13/8/2020	HDC	Travellers
18/8/2020	Clerk	Planning applications 1392/1486
18/8/2020	Clerk	Date change for meeting
18/8/2020	SDNPA	Newsletter
20/8/2020	HDC	Travellers
21/8/2020	HDC	Travellers update

Cllr Tilley reported that the Village Hall had written to advise that future meetings can be held in the Hall, but organisers would be responsible for cleaning of the toilets and room. He also advised that the Village Hall is looking for a new cleaner and that they are looking for a photo and words to support a calendar they hope to produce. Cllr Tilley **AGREED** to draft appropriate text.

125. Items for inclusion on the next Agenda

None.

126. Face to Face meetings.

The Chairman reported on the note received from MHCLG and the advice on how to recommence public meetings. After discussion, Members **AGREED** to continue with Zoom meetings until Covid-19 restrictions were relaxed.

127. Date of the next meetings

- Ordinary Meeting – 21st October 2020.
- Planning Meeting – TBA subject to receipt of planning applications.

The meeting closed at 21:25

Signed..... Chairman

Date.....